

**WIOA
ELIGIBLE TRAINING PROVIDER
HELP GUIDE**

**EXISTING
PROVIDER**

REVISED 12/4/2018



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COMMON ACRONYMS AND ABBREVIATIONS

API	Academic Program Inventory
CIP	Classification of Instructional Programs
DPSA	Division of Postsecondary School Authorization
ETP	Eligible Training Providers
ETPL	Eligible Training Provider List
ITA	Individual Training Account
LWDA	Local Workforce Development Area (Please see page 36-37 for all LWDAs)
LWDB	Local Workforce Development Board
PR	Provider Representatives
SACS	Southern Association of Colleges and Schools
TBR	Tennessee Board of Regents
TCAT	Tennessee College of Applied Technology
THEC	Tennessee Higher Education Commission
TICUA	Tennessee Independent Colleges and Universities Association
TGAA	Trade and Global Adjustment Assistance Act
TAA	Trade Adjustment Assistance (Trade Act 1974)
TRA	Trade Readjustment Assistance
TDLWD	Tennessee Department of Labor and Workforce Development
VOS	Virtual Office System
WIOA	Workforce Innovation and Opportunity Act of 2014

ETPL OVERVIEW

As part of the infrastructure to carry out the mandates of the Workforce Innovation and Opportunity Act of 2014 (WIOA), states are required to maintain a list of training providers and programs that are certified to receive students using WIOA funds. WIOA students are only permitted to use their Individual Training Account (ITA) funds in programs that appear on the Statewide Eligible Training Provider List (ETPL).

All of the institutions and programs that comprise the Statewide ETPL have been approved by a Local Workforce Development Board (LWDB) in Tennessee. Each of Tennessee's 9 LWDBs make initial eligibility decisions regarding what programs to add to the ETPL. After the LWDB makes the initial eligibility decision, subsequent eligibility decisions are made on an annual basis by the Tennessee Department of Labor & Workforce Development (TDLWD) based on institutional performance data.

All of the institutions that appear on the Statewide ETPL are required to supply individual level data. This information is to be submitted within Quarterly Performance Reports. These quarterly reports are later used to compile the WIOA Annual Subsequent Eligibility Report.

EXISTING ELIGIBLE TRAINING PROVIDERS

This section is to aid existing training providers through various items in their provider dashboard. Prior to submitting a new program, the program(s) must have received prior approval from your state governing/authorizing body.

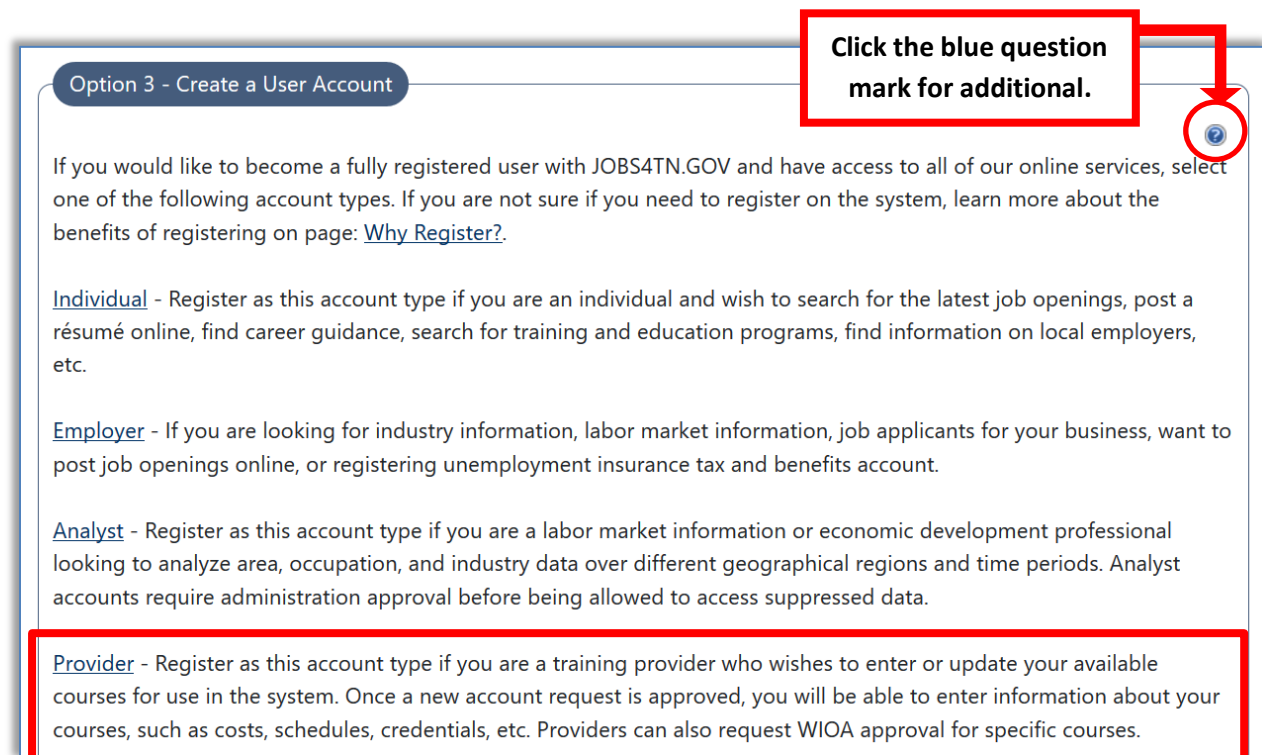
I. Accessing the Log-In Page

To access your provider dashboard please visit www.jobs4tn.gov. There is a log in box where you are to enter your username and password. If you are an individual who needs online access for an existing training provider, you will need to register by clicking the “Register?” link found in the sign in box on the Jobs4TN home page as seen below.

The screenshot shows the JOBS4TN.GOV homepage. On the left, there is a search bar with fields for 'Keyword' and 'Zip Code or City', and a 'Search' button. On the right, there is a login box with fields for 'Username' and 'Password', a 'Forgot Username/Password?' link, a 'Sign In' button, and a 'Register' button. The 'Register' button is highlighted with a red rectangle, and a red arrow points to it from the search bar area.

II. New User Registration

After clicking the “Register” link you will be directed to a page yielding several registration options. As an existing training provider, you will want to select the “Provider” link found in the “Option 3 - Create a User Account” box.

The screenshot shows the 'Option 3 - Create a User Account' page. At the top, there is a red box with the text 'Click the blue question mark for additional.' and a red arrow pointing to a blue question mark icon. Below this, there is a section titled 'Option 3 - Create a User Account' with a description of the registration process. The 'Provider' option is highlighted with a red rectangle. The 'Provider' option text is: 'Provider - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.'

Institution Identification Type

☒ I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.

☐ I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

Cancel Next

- As an existing training provider, you will want to select the first option stating that you “wish to be added to my institution’s existing account.” Click Next after making your selection.
- All information marked with * is required.
- At the time of the submission of a new provider application only one user will be on file. After an application has been approved, other users can be added by registering as seen below. The additional user(s) would select “I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account” and fill out the information accordingly.
- All information entered for your institution should be entered as it currently appears on the ETPL. Please visit the [Jobs4TN provider search page](#) to access your provider information. This can be access by visiting www.jobs4tn.gov, click Education and Training Data under Special Services, and then click Training Providers and Schools.

EXISTING PROVIDER GUIDE

Login Information

* User Name:	<input type="text"/>	Enter Unique User Name (8 - 256 Characters, letters or numbers)
* Password:	<input type="password"/>	Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +). Allowable characters are ! @ # \$ % ^ * _ +
* Confirm Password:	<input type="password"/>	
* Security Question	<input type="text" value="None Selected"/>	
* Security Question Response:	<input type="text"/>	Hint to help if you have forgotten your password.

Federal Employer ID

* Federal Employer ID No: or Social Security Number:	<input type="text"/>	Do not enter dashes. Example 999001111
Type of Identification:	<input type="radio"/> Social Security Number <input type="radio"/> Federal Employer Identification Number	

Institution Identification

* Institution Name:	<input type="text"/>
Institution Code/BPA# (if you are a current provider):	<input type="text"/>

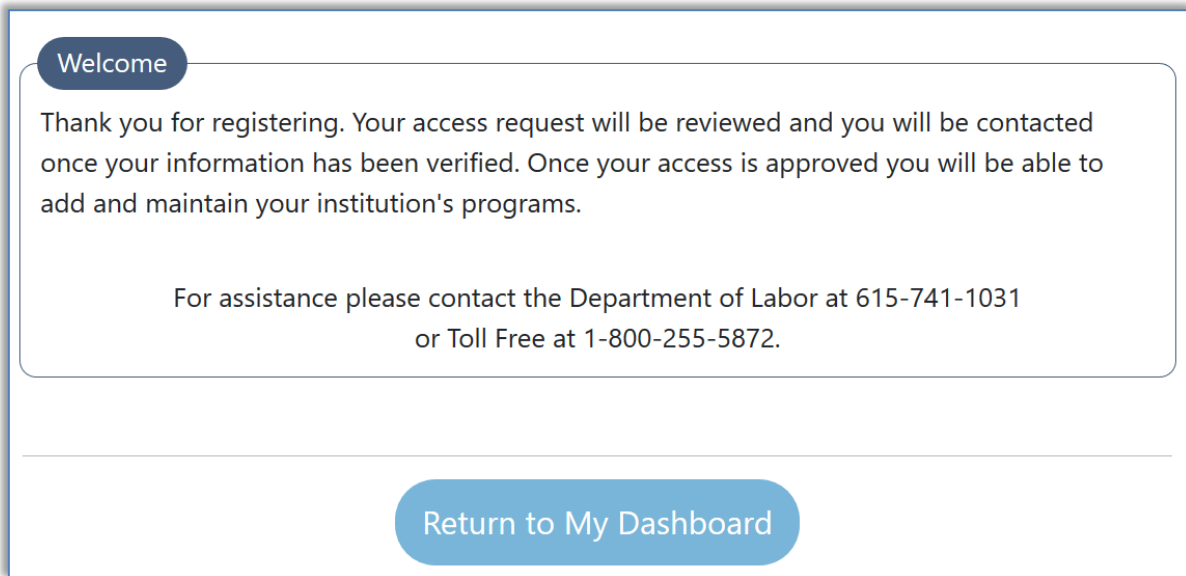
Institution Primary Location

* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="None Selected"/>
* Zip:	<input type="text"/> [Find Zip Code]

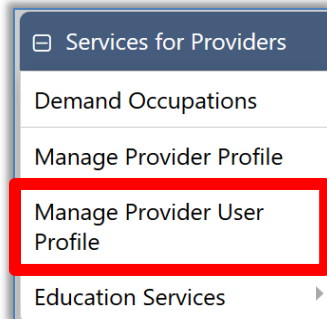
Contact Information

Salutation:	<input type="text" value="None Selected"/>
* Title:	<input type="text"/>
* First name:	<input type="text"/>
Middle Initial:	<input type="text"/>
* Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	<input type="text"/>
* Contact Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Cell Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>
Contact Fax Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Email Address:	<input type="text"/>
Preferred Notification Method	<input type="text" value="None Selected"/>

After continuing from the page above, the following will appear:



- In order to access your provider information your user registration must first be approved by State staff. If you have questions regarding your user registration, please contact Ryan Allen at Ryan.Allen@tn.gov or Marjorie.C.Hallworth@tn.gov
- You will not be able to access your Provider Profile until your username has been activated for use.
- To expedite username activation, email Ryan Allen or Marjorie Hallworth immediately following registration.
- At any time you can access your entered user information by logging in at www.jobs4tn.gov and clicking the Manage Provider User Profile link found in the Services for Providers box in the left side bar.
- In the Provider Contact Information section, found at the bottom of the page, you will be able to see the status of your user access.
- After your user access is activated you will be able to click on the Manage Provider Profile link and manage your provider information as seen below.



Login Information

Registration Date:	11/13/2018
User Name:	<input type="text"/>
Password:	Click here to change password
* Security Question	<input type="text" value="Where were you born?"/>
* Security Question Response:	<input type="text" value="Smith"/>

Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +). Allowable characters are (!), (@), (#), (\$), (%), (^), (*), (.), (,), (_)

Hint to help if you have forgotten your password.

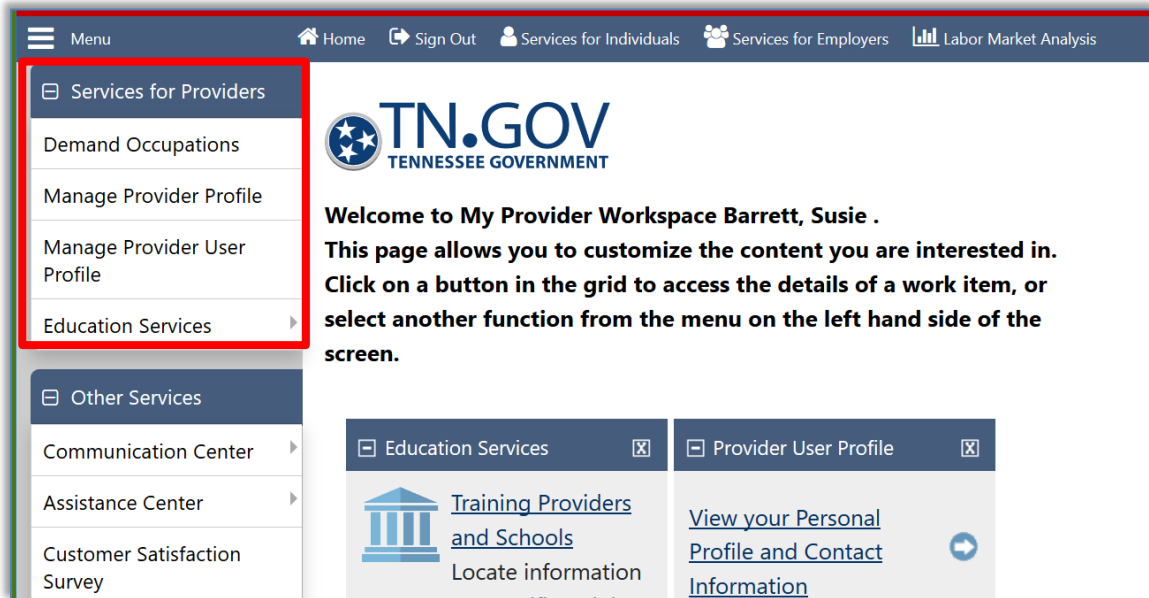
This will be the username that was just created (and is the sign-in credential for the account).

Provider Contact Information

Provider User Access:	Pending Access
Salutation:	<input type="text" value="None Selected"/>
* Title:	<input type="text" value="Director of Admissions"/>
* First name:	<input type="text" value="Susie"/>
Middle Initial:	<input type="text"/>
* Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	<input type="text" value="Barrett"/>

MANAGE YOUR PROVIDER PROFILE

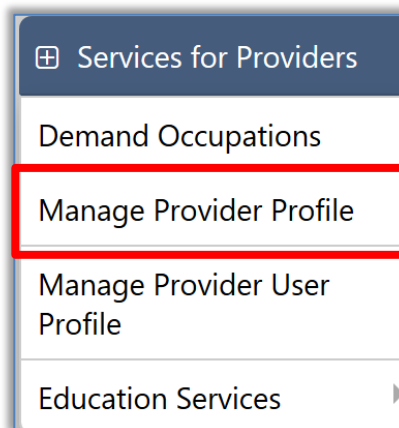
After your user profile has been made active below shows what your provider workspace looks like after logging in at www.jobs4tn.gov.



- The Services for Providers box contains the necessary links to edit your provider information (i.e. address), program information (costs, length, etc), submit additional programs as well as manage your own user profile in the case of having an email or phone number update.

III. Provider Demographic Information

- Clicking Manage Provider Profile will allow you to view and edit the information for you institution that currently appears on the ETPL.



General

Locations

Contacts

Provider: ETPL TEST

Provider Details

Status:	Inactive
LWIA Region:	State
Linked Employer:	N/A
Vendor ID:	0
Provider Name 1:	ETPL TEST
Provider Name 2:	
Address 1:	220 French Landing Drive
Address 2:	
City:	Nashville
State:	TN
Zip:	37243
URL:	

Scroll down and click on
“Edit Provider Details” link to
edit the Provider Profile
information.

* Mailing State:	TN
* Mailing Zip Code:	37075
* Mailing Attention:	Test Subject

[[Edit Provider Details](#)]

- The “Status” field cannot be changed. It can only be changed by staff.
- Your “LWDA Region” should be set to State... this allows all career center staff to have access to your school within the system.

- Fields beginning with “State Use...” are not applicable. You are not required to enter or have information contained in these fields. Your Local Workforce Development Area (LWDA) may opt to add information here.

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

* **Billing Address 1:** 1256 HIGHWAY 10

Billing Address 2:

* **Billing City:** Hendersonville

* **Billing State:** Tennessee

* **Billing Zip:** 37075

* **Attention:** Test Subject

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

* **Mailing Address 1:** 1256 HIGHWAY 10

Mailing Address 2:

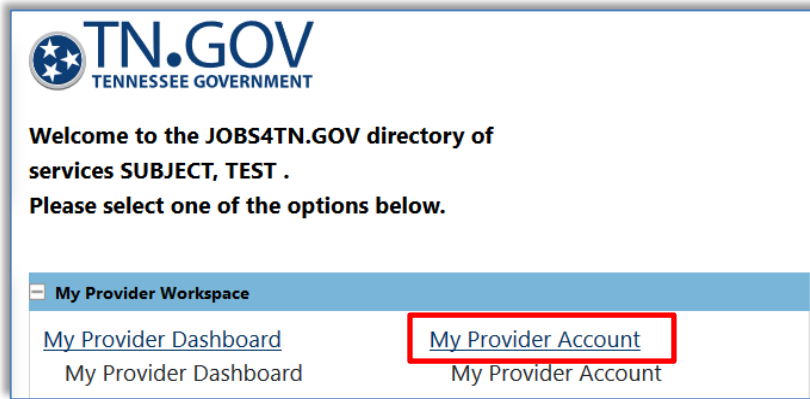
* **Mailing City:** Hendersonville

* **Mailing State:** Tennessee

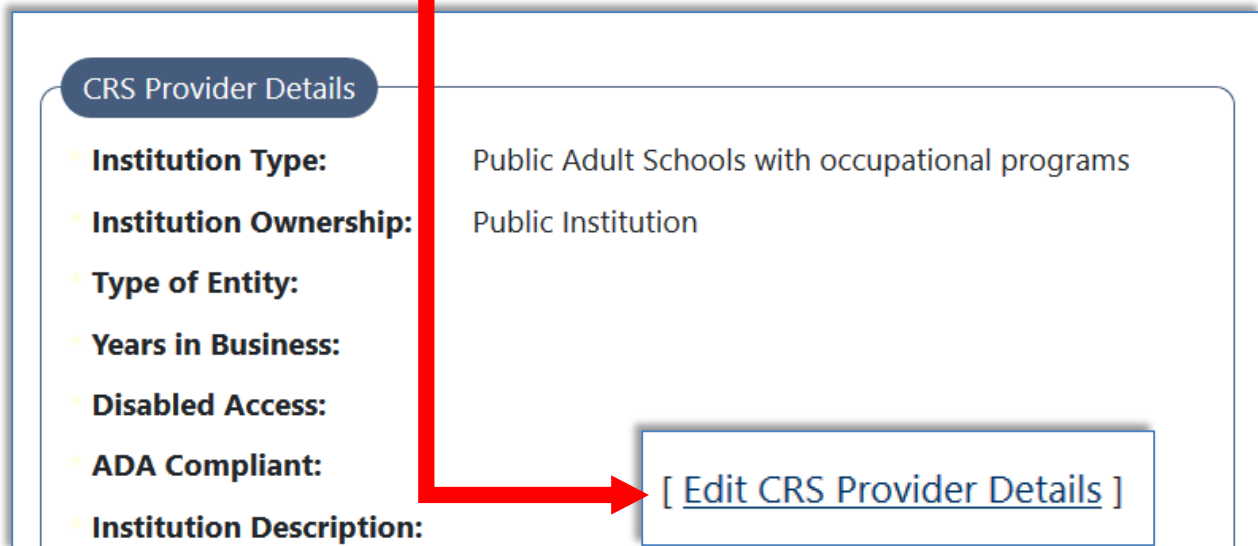
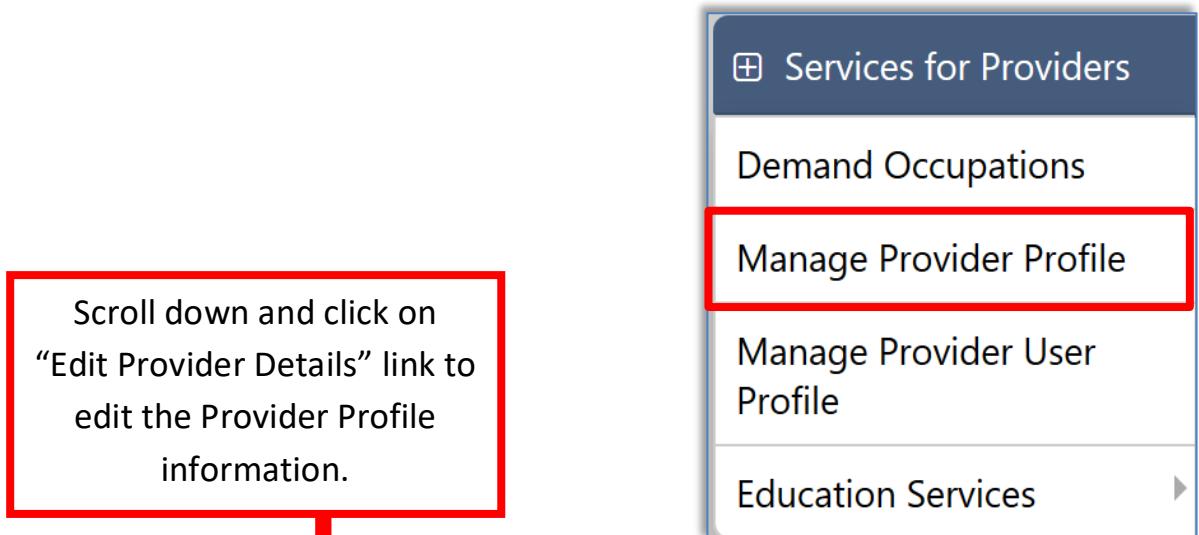
* **Mailing Zip:** 37075

* **Mailing Attention:** Test Subject

- If the billing or mailing address information is the same as your previously entered main address, you can populate the Billing Address or Mailing Address fields by clicking the applicable link (i.e. Provider's Main Address).
- Be sure to include an appropriate contact person in the “Attention” field. This can be the same person.
- After completing all required fields click “Save.”
- Missing information from required fields can cause your institution to not appear in certain instances for career center staff so it is important that these required fields are complete. (This mainly affects providers who were converted from the old system.)



- Clicking Manage Provider Profile again to view and edit the information for you institution that currently appears on the ETPL.



CRS Provider Information

Institution Name:

A PROVIDER ETPL

*** Institution Type:** None Selected

*** Institution Ownership:** None Selected

Type of Entity: None Selected

Years in Business:

Disabled Access: ☐ Yes ☐ No

ADA Compliant: ☐ Yes ☐ No

Institution Description:

(2000 characters max.)

Main Telephone Number: - -

TTD/TTY Telephone Number: - -

Main Email Address:

Is this a Community College? ☐ Yes ☐ No

Accreditation ☒ Yes ☐ No

Accrediting Body: None Selected

- It is best to answer as many questions and selections as possible, regardless of them being required or not.
- The Accrediting Body drop-down menu references nationally recognized accrediting bodies. This may not apply to all schools.
- Be sure to click Save to keep all entered/updated information.
- The General tab on your "My Provider Workspace" page will display a summary of information you previously entered and saved.

General

Locations

Contacts

Provider: A PROVIDER ETPL

Provider Details

Status:

Inactive

LWIA Region:

State

Linked Employer:

N/A

Vendor ID:

0

Provider Name 1:

A PROVIDER ETPL

Provider Name 2:

Address 1:

1256 HIGHWAY 10

Address 2:

City:

Hendersonville

State:

TN

Zip:

37075

IV. Adding Satellite Locations

General

Locations

Contacts

Provider: A PROVIDER ETPL

Status:

Active

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
16689	A PROVIDER ETPL	1256 HIGHWAY 10 Hendersonville TN 37075	None Listed	Active	Edit Contacts

Add Location

- Clicking the Locations tab will display information for your institution. The previously entered information can be edited by clicking the “Edit” link in the Action column.
- If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click the Add Location button and fill in all known information.

Enter all Satellite Location information for the required fields.

Provider Location Information	
* Status:	<input type="radio"/> Active <input type="radio"/> Inactive
* Vendor ID:	<input type="text"/> [Populate with Provider's Vendor ID]
* Location Name 1:	<input type="text"/>
Location Name 2:	<input type="text"/>
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="None Selected"/>
* Zip:	<input type="text"/>
URL:	<input type="text"/>

Billing Address Information	Mailing Address Information
Populate the Billing Address from: Above Address Provider's Main Address Provider's Billing Address Provider's Mailing Address	
* Billing Address 1:	* Mailing Address 1:
Billing Address 2:	Mailing Address 2:
* Billing City:	* Mailing City:
* Billing State:	* Mailing State:
* Billing Zip:	* Mailing Zip:
* Attention:	* Mailing Attention:

v. Adding Additional Contacts

Clicking “Contacts” in the Action column on the Locations tab will only display contact persons and not allow for you to edit/add contacts. To add a contact person, click the Contacts tab.

General Locations **Contacts**

Provider: A PROVIDER ETPL

Location Status:
Active

Display contacts associated with the selected location of:
A PROVIDER ETPL - 1256 HIGHWAY 10 Hendersonville TN 37075

Provider's Contact Details

Contact ID	Contact Name	Contact Type	Telephone	Location Status	Action
15814	Jane Doe	Primary	555-555-5555	Active	Edit Locations

Add Contact

Select the location from the drop-down menu in which you would like to add a contact person for. Locations added via the “Locations” tab will display in the drop-down menu. After selecting the location, click “Add Contact.”

- Contacts added here are separate from adding users as seen in II. New User Registration. The contact persons added on this screen will display on the ETPL for the public to see. System Users have access to provider information without their contact information being displayed on the ETPL

Contact Information

*Status: ☒ Active ☐ Inactive

*First Name:

Middle:

*Last Name:

Contact Title:

*Telephone: - - Ext:

Fax: - -

Selected	Location ID	Location Name	Location Address	Contact Type
<input checked="" type="checkbox"/>	16689	A PROVIDER ETPL	1256 HIGHWAY 10 Hendersonville, TN 37075	Primary <input type="text"/>

E-mail Address

Primary E-mail:

- Provide information associated with the contact person.
- Click the appropriate location check box(es) for the contact person being entered.
- Select the appropriate contact type from the drop-down menu.
- It is always best to fill in as much information as possible regardless of whether the field is required or not.
- There is a Notes field for you to enter any pertinent information regarding the entered contact person. Once your contact person's information is saved, it will be displayed on the Contacts tab as seen below.
-

General
Locations
Contacts

Provider: A PROVIDER ETPL

Location Status:

Active

Display contacts associated with the selected location of:

Any Location

Provider's Contact Details

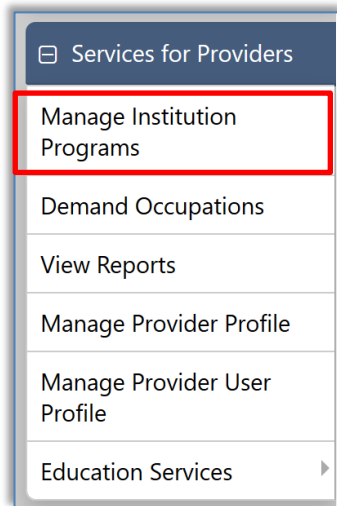
Contact ID	Contact Name	Location	Telephone	Location Status	Action
15814	Jane Doe	A PROVIDER ETPL - Primary	555-555-5555	Active	Edit Locations
15815	John Smith	A PROVIDER ETPL - Primary	555-555-5555	Active	Edit Locations

VI. Adding Programs

It is best to communicate with your LWDA beforehand (see pages 35-36) for your LWDA's contact information) in order to make an informed decision as to which programs to submit.

To add a program:

- Click the "Manage Institution Programs" link found in the "Services for Providers" section of the left side bar.
- Click the "Add Self Service Education Program" button link



Provider: A PROVIDER ETPL

Show services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
No data available			

Add Self Service Education Program

- When entering program information, enter it exactly as it has been approved by your (TN) State authorizing/governing body (i.e. THEC, TBR, SACS, etc.)
- Do not submit programs that have not been approved by your authorizing/governing body
- It is always best to complete as many fields as possible, regardless of them being required or not
- It is important to select “Yes” as the response for “WIOA Program.” This cannot be changed after it has been submitted. If you select No and submit the program for approval it cannot be changed to Yes nor will students be able to receive funding for the submitted program.

General Information

*** Status:** ☒ Active ☐ Inactive

*** CIP Code:** None Selected
[\[Search for CIP code \]](#)

*** Program / Service Name:**

Program / Service Description:

(4000 characters max.)

Green Job Training: ☐ Yes ☐ No [What is a green job?](#)

*** This program of study leads to:**

☐ An industry-recognized certificate or certification
☐ A certificate of completion of an apprenticeship

☐ A license recognized by the State involved or the Federal Government
☐ An associate degree

☐ A baccalaureate degree
☐ A community college certificate of completion

☐ A secondary school diploma or its equivalent
☐ Employment

☐ A measurable skills gain leading to a credential
☐ A measurable skills gain leading to employment

*** This program leads to a postsecondary credential or degree:** ☐ Yes ☐ No

*** WIOA Program:** ☐ Yes ☒ No

Completion Level:

*** Attain Credential:**

Other, Specify:

Certification / License Title:

Certification / License Type:

☐ National Certification or License
☐ State Certification or License
☐ Regional Certification or License
☐ Certification or License Does Not Apply

To search for a CIP Code:

- Click on “Search for CIP code” link.

General Information

* **Status:** ☒ Active ☐ Inactive

* **CIP Code:** None Selected
[\[Search for CIP code \]](#)

* **Program / Service Name:**

Program / Service Description:

Please choose a specific program by selecting one of the options below.

[For help click the question mark icon.](#)

Programs by Keyword | [Programs by Program Area](#) | [Program Listing](#) | [Programs by Occupation](#) | [Programs by Career Cluster](#) | [Programs by Program Code](#)

Search for a program by keyword(s)

Type your keywords in the box and click the *Search* button.

[\[Keyword Search Options \]](#)

Search

- When filling in your program information you will need to select the “Search for CIP Code” link in order to fill in the CIP Code information for your program of study. There are several options you may use to search for the appropriate CIP Code. In the example below, the “Programs by Keyword” tab is used to obtain the CIP Code. (see screen shots below)

- Type in your keyword in the box and click “Search.” The results will display.
- From this list, select the most appropriate option by clicking the program. It will then populate the “CIP Code:” field.

[Programs by Keyword](#)
[Programs by Program Area](#)
[Program Listing](#)
[Programs by Occupation](#)
[Programs by Career Cluster](#)
[Programs by Program Code](#)

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
Business Statistics. (521302)				✓
Computational Science. (NEW) (303001)				✓
Modeling, Virtual Environments and Simulation. (NEW) (110804)				✓
Research Methodology and Quantitative Methods. (NEW) (450102)				✓

[[Change search criteria](#)]

General Information

* Status:

☒ Active
 ☐ Inactive

* CIP Code:

521302 - Business Statistics.

[[Search for CIP code](#)]

* Program / Service Name:

Program / Service Description:

A program that focuses on the application of mathematical statistics to the description, analysis, and forecasting of business data. Includes instruction in statistical theory and methods, computer applications, data analysis and display, long- and short

- Once all information has been entered click Save
- After you have saved your information, you will see a summary page with fields to add program information.

A. Program Occupation Details

Program / Service Occupations

Code	Occupation Title	Provider Title
No data available		
[Edit Occupation Details]		

- Click on “Edit Occupation Details” under Program/Service Occupations

From here you are to select all applicable occupations. If none exists, click Cancel and continue completing the application.

Program: Business Statistics - Data Analysis
Cipcode: 521302
BRIGHT OUTLOOK Indicates a bright outlook occupation.

<input type="checkbox"/> Code	Occupation Title	Provider Title
<input checked="" type="checkbox"/> 15204100	Statisticians	<input type="text"/>
<input type="checkbox"/> 15204101	Biostatisticians	<input type="text"/>
<input type="checkbox"/> 15204102	Clinical Data Managers	<input type="text"/>
<input type="checkbox"/> 19302200	Survey Researchers	<input type="text"/>
<input type="checkbox"/> 25101100	Business Teachers, Postsecondary BRIGHT OUTLOOK	<input type="text"/>
<input type="checkbox"/> 25102200	Mathematical Science Teachers, Postsecondary	<input type="text"/>

If any selected occupation is not noted as in bright outlook above, provide evidence that it is in demand.

other

Save

Cancel

B. Cost Details

To add cost information select the “Edit Cost Details” link under “Program/Service Cost Details and follow the links as displayed.

Program / Service Cost Details

Cost Title	Cost Value
No data available	
Total Amount	\$0.00

[[Edit Cost Details](#)]

* indicates required fields. [For help click t](#)

Provider: A PROVIDER ETPL
Program/Service: Business Statistics - Data Analysis

Service Cost Information


Please ensure that the amounts entered are the costs for 12 Semesters/Terms
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

* Add Cost Items

[[Add Cost Items](#)]

* Total Amount:

\$ 0.00



Click on any cost item below to select it.

Code	Item
149	Total CRS Training Costs

Close Window

Service Cost Information

Please ensure that the amounts entered are the costs for 12 Semesters/Terms

Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

* Add Cost Items [\[Add Cost Items \]](#)

* Total CRS Training Costs: \$ 0.00

* Tuition/Fee: \$ 0.00

* Books: \$ 0.00

* Tools: \$ 0.00

* Other Costs: \$ 0.00

Comments:

* Total Amount: \$ 0.00

Save Cancel

To add a line item not listed, click on the "Add Cost Items"

Enter all known cost information (Tuition, Books, etc.)

- If amount is entered in "Other Costs," please provide an explanation of what the other costs are in the "Comments:" box
- Save when complete

C. Select Applicable Locations

You must select the location(s) where the entered program is offered. If you've only submitted one campus location then this is what you will select. If you entered additional locations (via the Locations tab) then these will become options on this page.

Program / Service Locations

Address	Bill Address
No data available	

[[Edit Location Details](#)]

Please select the location(s) to be associated to this program / service.

** indicates required fields.* [For help click the question mark icon.](#)

Program / Service Locations

Provider: A PROVIDER ETPL
Program / Service: Business Statistics - Data Analysis

Selected	Location Name	Location Address	Billing Address
<input checked="" type="checkbox"/>	A PROVIDER ETPL	1256 HIGHWAY 10 Hendersonville, TN 37075	1256 HIGHWAY 10 Hendersonville, TN 37075

Save

Cancel

D. Program / Service Skills

- Click the “Edit Program Skills” link
- Select the appropriate category from the drop-down menu

Program / Service Skills

Selected Skills
No data available

[[Edit Program Skills](#)]

* indicates required fields. ? For help click the question mark icon.

Provider: A PROVIDER ETPL
Program: Business Statistics - Data Analysis
Cipcode: 521302

Skill Category
Select a category for additional skills:

None Selected

Program Skills

[Check All] [Uncheck All]

Save

Cancel

Skill Category
Select a category for additional skills:

Computers & Mathematics

Program Skills

[Check All] [Uncheck All]

Skill Description
<input type="checkbox"/> adjust computer operation system
<input type="checkbox"/> analyze business, scientific, or technical problems in electronic data processing systems
<input type="checkbox"/> analyze programs using workflow chart or diagram
<input type="checkbox"/> analyze test data
<input type="checkbox"/> assist co-workers with software problems

- Select the applicable skill description options that apply
- There is also an option to select all options within the Skill Description box. This can be done by clicking the “Check All” link (this can be undone by clicking the “Uncheck All” link)
- Click the Save button found at the bottom of the screen when complete

E. Program / Service Performance

Whenever you submit a new program for approval you must enter performance information for the previous fiscal year. No program participant data is needed since there is none to report. Please enter 0 for performance data regarding program participants.

Program / Service Performance

PY	Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
No data available										

[\[Edit Program Performance \]](#)

- Click the “Edit Program Performance” link to add performance information for your program
- You will need to enter performance data for the most recent full year which you are to select from the “Program Year:” drop-down menu

Program: Business Statistics - Data Analysis
Cipcode: 521302

Program / Service Performance

* Program Year:

Program	Completion Rate	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Employment Rate Related Occupation
Overall	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %
WIOA	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %

Program / Service Performance Summary

- Programs being submitted for approval will not have program participant performance information
- Please provide a short description as to how your performance is measured in the box provided Once complete, click the Save button.
- It is important to enter this information as it is used by the Local Workforce Development Area Boards in their decision making process when approving new programs.

F. Confirm Your Application

Program / Service Application Confirmation
Agreed to the confirmation statement: No
Submit program for WIOA Approval: No
[\[Edit Confirmation \]](#)

- Click the “Edit Confirmation” link

Program / Service Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☒ Yes, I agree to the above statement

Indicate if you want to submit this program for WIOA Review and Approval at this time:

☒ Yes, submit this program for WIOA Approval
☐ No, do not submit this program for WIOA Approval

- You must agree to the printed stated in order to submit your application for approval
- After selecting the check box in agreement with the statement you may submit your application by selecting the radio button next to “Yes, submit this program for WIOA Approval.”
- Click “Save” when done

Review Status:

To see the status of your application, log in and look in the “Program / Service Review Status” box. Here you will be able to view any items you failed to submit in your application along with the approval status of your program.

Program / Service Review Status

This program / service has not been reviewed.

WIOA-Program has not been enabled for ITA-Approved Status.

Review Date:	
Application Status:	Applied For
Review Status:	Not Reviewed
Reapplication Date:	
Eligibility Type:	
Expiration Date:	

Return to Service List

G. Submit Documentation to Your Local Workforce Development Area (LWDA)

After you have submitted your program application for approval you will need to submit all supporting documentation to the LWDA where your institution is located. The LWDA contacts are listed on pages 36-37. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) are to provide a copy of any program approval letters that apply to the submitted programs. The program approval letter(s) should show the approval of your program’s name, cost, length and credential. Please note that your supporting documentation aids your LWDA in their approval process. If you have any questions regarding needed documentation please contact your LWDA listed on pages 36-37.

H. Processing Your Application & Waiting on a Response

After your application has been submitted, it goes to your Local Workforce Development Area Board to be processed and voted on for possible placement onto the Eligible Training Provider.

Wait for Local Workforce Development Board (LWDB) Response

The wait time between submitting a New Program Application and receiving a response from your LWDB depends on several different factors. Two of those factors are the meeting schedule of your LWDB and your date of submission. If your application is submitted after your LWDB has met, you must wait until their next meeting to obtain a decision on your program(s) addition to the ETPL. Thus, to expedite the approval process, contact your LWDB for information concerning their application deadlines.

To find the contact information for your LWDB, please reference pages 36-37

Each LWDB is geographically different and creates their own criteria of approval based on numerous factors. Information regarding your LWDB's criteria for approval should be obtained directly from your LWDB.

VII. Quarterly Reports

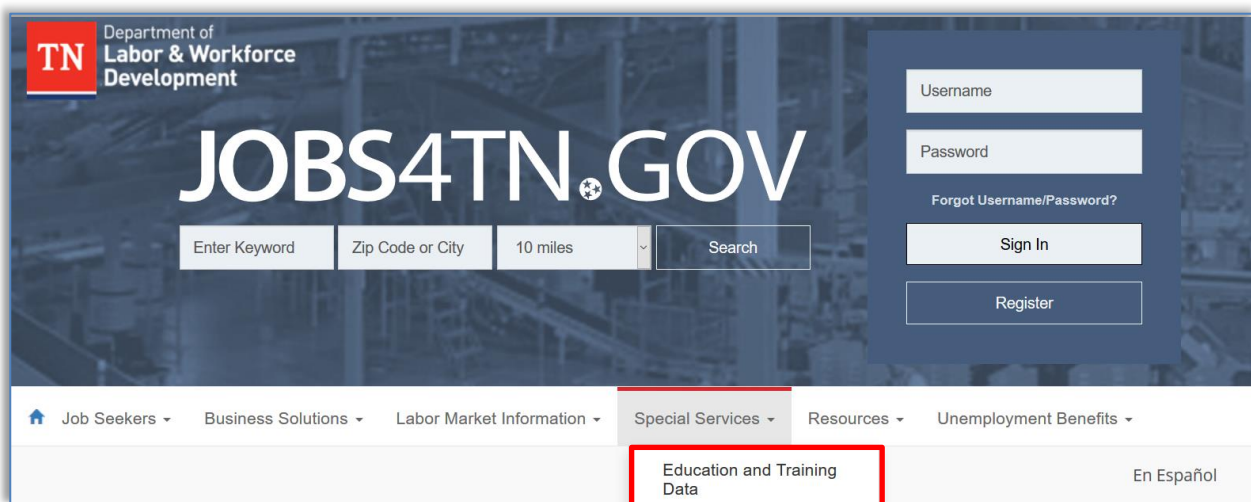
All providers are required to submit quarterly reports. Reminders are sent by email to all provider contacts approximately 2 weeks prior to the due date. With the reminder emails, several attachments are included: a blank report template, an example report template, instructions on how to correctly format your report along with general information on performance and reporting requirements. This information is also sent out to new providers at the time of their addition to the ETPL. Below are the due dates along with the corresponding time spans associated with the reporting period.

Quarter	Time Period			Due Dates
1 st	July 1	Through	September 30	October 15
2 nd	October 1	Through	December 31	January 15
3 rd	January 1	Through	March 31	April 15
4 th	April 1	Through	July 30	July 15

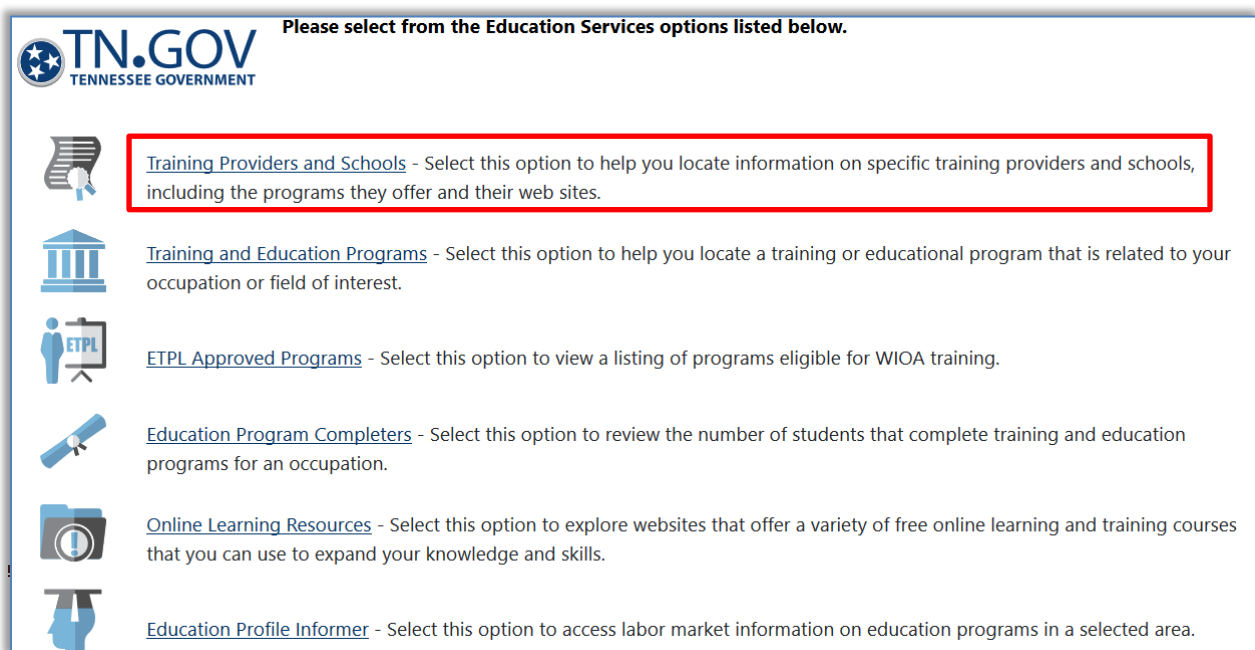
APPLICATION APPROVAL EXPECTATIONS

Step 1A: Your LWDB Has Approved Your New Provider Application

If the LWDB approves your institution and programs, they will appear on the ETPL. Your institution and associated information will appear on the ETPL exactly as you submitted it in your application. Please note that your LWDB does not have to approve your application in its entirety. For example, they may approve two of your submitted programs but deny the remaining programs. After being added to the ETPL, you are visible on the ETPL statewide. To view your institution on the ETPL, visit www.jobs4tn.gov and click the “Education and Training Data” link under the Special Services column.









From here you can click the “Training Providers and Schools” link to search or view providers



TN.GOV
TENNESSEE GOVERNMENT

Please select from the Education Services options listed below.

-  **Training Providers and Schools** - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.
-  **Training and Education Programs** - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.
-  **ETPL Approved Programs** - Select this option to view a listing of programs eligible for WIOA training.
-  **Education Program Completers** - Select this option to review the number of students that complete training and education programs for an occupation.
-  **Online Learning Resources** - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.
-  **Education Profile Informer** - Select this option to access labor market information on education programs in a selected area.

From here you can enter your school's name in the Keyword search box and click Search or select your school's name via the Provider Listing tab.

Search Criteria

Area (click to change): [Tennessee](#)

Keyword (e.g. State University):

([Keyword Search Options](#))

Provider Type:


Provider Ownership:

Workforce Innovation & Opportunity Act
Eligible Training Provider:


[Eligible Training Provider List explanation](#)

Location Type:


Program provides training for [Green Jobs](#)?




Please select from the Education Services options listed below.




[Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.




[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.




[ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.



[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.



[Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.



[Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.

- After selecting your school you will be able to see details on
- program information by clicking ETPL Approved Programs.
- After being added to the ETPL, all 9 LWDAs are notified via email of your institution's addition to the ETPL.

Step 1B: Your LWDA Board Has Denied Your New Provider Application

If you are denied access to the Eligible Training Provider List (ETPL) you have the option to appeal your Local Workforce Development Area (LWDA) Board's decision. The policies detailed below govern the ETPL appeal process.

A. Appeals to Local Board [WIOA Section 122(c) (1)]

- (1) Local Boards must have a written appeal process that includes the following provisions:
 - (a) A Provider wishing to appeal a decision by a Local Board must submit an appeal to the Local Board within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
 - (b) The Local Board appeal process must grant the Provider the opportunity to directly address the reasons for denial either in writing or through an appeal hearing.
 - (c) The Local Board must have 1-3 impartial appeal officers who are responsible for re-evaluating the supplemental materials supplied by the Provider in addressing the initial reasons for denial.
 - (d) The Local Board will notify the Provider of its final decision on an appeal within 30 days of receipt of the appeal.
 - (e) The Local Board appeal notification to the Provider must reference the process for filing a State appeal in the event that the Provider is not satisfied with the outcome of the local appeal.

B. Appeals to the State [WIOA Section 122(c)(1)]

This procedure applies only to Providers who have exhausted the appeal process of a Local Board and are dissatisfied with Local Board's final decision.

- (1) A Provider wishing to appeal to the State must submit an appeal request to the State within 30 days from the Local Board's notification to the Provider of their final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.

- (2) The State will promptly notify the appropriate Local Board when it receives a request for appeal. The State will also notify the appropriate Local Board when it makes the final decision on an appeal.
- (3) The State appeal process includes the opportunity for appealing Providers to have a hearing. The hearing officer must be an impartial person. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least 10 calendar days before the scheduled hearing. Both parties must have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
- (4) The five member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the Provider and the Local Board. The committee can either uphold or reverse the Local Board decision.

The State appeals committee must render a decision within 60 days from receiving the Provider's initial State appeal request.

Subsequent Eligibility Determinations

The subsequent eligibility process is ongoing throughout each program year. Subsequent eligibility decisions are made quarterly and annually, based on different factors. A provider can be removed from the ETPL for: failure to submit quarterly performance data, school closure, loss of state authorization to operate, provider requests for removal, or failure to meet one of four performance standards.

Quarterly, providers submit performance reports which are comprised of individual level student information that includes, but is not limited to, student SSN, race, gender, program of enrollment, enrollment date and date of completion/withdrawal where applicable. This information must be submitted for both WIOA participants and non WIOA participants (all other students) for each program that has received at least 1 WIOA student. The WIOA Annual Subsequent Eligibility Report is compiled based on the quarterly performance report submitted during each program year. Any program that has received a minimum of 10 WIOA students at the end of the program year and fails to meet the minimum performance levels established by the state is subsequently removed from the Statewide ETPL. The four performance standards are as follows:

1. The **WIOA student completion rate** for each program must be equal to or greater than 40%.
2. The **WIOA student placement rate** for each program must be equal to or greater than 70%.

3. The **ALL of student completion rate** for each program must be equal to or greater than 40%.
4. The **ALL of student placement rate** for each program must be equal to or greater than 70%.

The WIOA Subsequent Eligibility Report is intended to assist constituents in making an “informed choice” when choosing where to utilize their training funds. To aid in this effort, every provider on the ETPL has a Consumer Report that provides extensive performance information for each program year.

Registered Apprenticeship Programs

Registered Apprenticeship programs are not required to submit performance data and are not held to the performance standards mentioned above. Registered Apprenticeship programs must remain registered under the Act of August 16, 1937 commonly known as the National Apprenticeship Act to remain subsequently eligible to remain on Tennessee's ETPL. The department suggests (not require) for apprenticeship programs to submit the same quarterly data in order to be published amongst the other training providers in TDLWD's Annual Performance Report to highlight their level of performance in completing and placing participants.

Note to Out-of-State Providers

For out-of-state institutions, having the proper authorization within your own state does not give the proper needed authorization to offer training to Tennessee students. Therefore you must obtain this authorization before being considered for placement onto Tennessee's Eligible Training Provider List. Many out-of-state institutions fall under the oversight of the Division of Postsecondary School Authorization (DPSA) with the Tennessee Higher Education Commission (THEC). For more information on DPSA and their authorization process, please review the website below.

<http://www.state.tn.us/thec/Divisions/LRA/PostsecondaryAuth/psa.html>

LWDA CONTACTS

Northeast:

[Serving Carter, Johnson, Sullivan, Washington, Hancock, Hawkins, Greene & Unicoi Counties]

- **Tammy Sluder**, Tsluder@ab-t.org
- Phone 423-547-2927
- P.O. Box 249 Elizabethton, TN 37644

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- (423)-587-7036 Fax: (423)-585-6769
- Phone: (865) 544-5200
- Victor Oakley: Voakley@ethra.org
- (865)-483-7474 x 7107
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- 580 South Jefferson Avenue, Suite B, Cookeville, TN 38501
- **Jill Cloyd** jclloyd@ucworkforce.org
- Phone: 931-520-9590

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- 5600 Brainerd Road – Suite A-5, Chattanooga, TN 37411

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- 931-279-4192

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- Fax to (615) 862-8910
- 1417 Murfreesboro Pike, Nashville, TN 37217

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- **April Brown**, Aprilb@Swhra.org
- **Jimmy Bell**, jbell@Swhra.org
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- Fax: 731-983-3149
- 1527 white Avenue, Henderson, TN 38340

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- 731-286-3585
- 708 E Court St, Dyersburg, TN 38024
- **Jennifer Bane**, jbane@nwtworks.org not sure
- Phone: 731-286-3585, ext. 15
- 313 West Cedar St. Dyersburg, TN 38024

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- 480 Beale St, Memphis, TN 38103